

Shirehampton Primary School Governing Body



Headteacher: Miss L Munton
Assistant Headteachers: Ms M Burrowes & Mr E Powe

St Mary's Walk, Shirehampton, Bristol, BS11 9RR Tel: 0117 9031447 Fax: 0117 9031448
 Email: shirehamptonp@bristol.gov.uk Governors Email: sps.governors@googlemail.com

www.shirehamptonprimary.org

Please forward any matters relating to the Minutes below to: **THE CLERK TO THE GOVERNORS - ELIZABETH JAHN**

FULL GOVERNING BODY MEETING – TERM 5

Held at the school on Thursday 22 May 2013 at 4.45pm

MINUTES

PRESENT:	Rebecca Golder (Chair)	Jo Carobene
	Louisa Munton (Headteacher)	Michele Daniels
<i>The meeting was noted to be quorate</i>	Joan Cox	Edward Powe (Associate Member)
	Warren Pickles	Melina Burrowes (Associate Member)
	Nicola Johnson	Elizabeth Jahn (Clerk)

ITEM	MINUTE	ACTION
1	<p>Information Gathering</p> <p>a. Presentation on Innovation & Teaching & Learning Development: Learning Environments</p> <p>Edward Powe, Assistant Headteacher, demonstrated the Power of Reading through reading aloud the 'This is not my hat' book to Governors. Governors agreed that the school needs to continue to raise the profile of Reading and invest in the Reading Curriculum.</p> <p>The Overall Evaluation: Curriculum & Innovation Team Report was distributed; the Assistant Headteacher went through the contents. Governors were pleased to note that the library is regularly used and open during lunchtime with at least 20 pupils using it regularly. There is still a need to improve the non-fiction books particularly to support improving the progress of boys and linking the books to the topics.</p> <p>The novel approach from Year 2 to Year 6 has been very successful; next steps will include incorporating more short stories and poetry. An example of a poetry book used in lessons was available to view, 'Evidence of Dragons'. It is important that poetry is integrated into the curriculum to enhance children's vocabulary and use of words as well as their understanding that English is not just about grammar, punctuation and spelling, but that words and language is also important. An example of one of the poems, 'A brick is not a beautiful thing' was read aloud to Governors who were then requested to write a short love poem to an inanimate object.</p> <p>The Assistant Headteacher advised that Extended Writing continues to be successful and is fully embedded. Teachers teach enthusiastically and outcomes are good. There is still discrepancy over the focus of Extended Writing, with some feeling it needs more focus on spelling, punctuation and grammar, and others wanting to hold to its original focus on theme and meaning; this will be discussed further by the Senior Leadership Team (SLT). Governors were pleased to note that the new writers award board has been well received and the first children are now up on the display; the impact will be reviewed during the year. More opportunities need to be given to more able writers and a greater challenge is needed than just to 'write more'.</p> <p>Governors were also informed that RE has changed a lot but staff feel much happier with the changes as evidenced in the surveys. Staff feel more work can be completed of a better quality and children have more time to respond personally and reflect spirituality. There are some discrepancies regarding curriculum coverage and so this needs to be monitored closely in the new academic year. Furthermore, a greater effort on celebrating religious festivals throughout the year needs to be highlighted in the academic diary.</p> <p>The Assistant Headteacher also advised that Reading for Enjoyment now features in the English guidance document. Volunteer readers feature across the school and are assigned to children who need additional reading support. The reading partners scheme has taken place occasionally but expectations for how often this takes place needs to be established.</p>	

	<p>The Assistant Headteacher informed Governors that staff have had lots of opportunities to develop professionally with staff meetings, walkthroughs and pupil conferencing. The focus on using and applying has been combined with learning activities (including cracking times tables). The Assistant Headteacher also advised that Money Week worked really well as a House event and the school hopes to do it again next year.</p> <p>The Calculation Guidance document needs to be changed to see more consistency across the school with how children learn arithmetic.</p> <p>Governors carried out a brief exercise completing one of the questions on the recent Level 6 SATS papers.</p> <p>The Assistant Headteacher advised that the changes to the ICT curriculum will need to be relayed to staff more carefully. All subjects have had a greater representation with theme weeks or one-off competitions. Staff have also been more accurate in their assessments of the foundation subjects.</p> <p>Jo Carobene informed Governors that the International Primary Curriculum (IPC) will be reviewed against the National Curriculum (NC) which will ensure that the coverage of the IPC is appropriate and also to re-energise the curriculum. Two INSET days will be held to look at the curriculum; Espresso will also be asked to come in and brief staff on the changes including the ICT changes which are significant.</p> <p>Governors asked if pupils are able to take class books home; the Assistant Headteacher confirmed that they are but not the library books.</p> <p>Governors also asked if volunteer readers are specifically targeted; the Headteacher advised that some are (4 number buddies and 4 reading buddies who are timetabled to work with the children most in need) as well as family volunteers. Governors asked if appropriate safeguarding checks are carried out on volunteers; the Headteacher confirmed that Disclosure & Barring Service (DBS) checks are carried out in line with the school's safeguarding arrangements.</p>	
2	<p>Routine Governance</p> <p>a. Welcome & apologies for absence</p> <p>The Chair welcomed everyone to the meeting. Apologies were received and accepted from Gil Osman and Geoff Waters.</p> <p>b. Attendance/pecuniary interests register</p> <p>Governors were reminded of their responsibility to declare interests; the Register was circulated and duly signed.</p> <p>c. Approval of Minutes of last FGBM held on 13 February 2014</p> <p>The Minutes were agreed and signed as a correct record.</p> <p>d. Carried forward & matters arising:</p> <p>i. Governing Body membership: Governors to formally appoint Ed Collins as a Co-opted Governor</p> <p>Following introductions, Governors considered and agreed to appoint Ed Collins as a Co-opted Governor.</p> <p>ii. Annual Safeguarding Audit Report Submission</p> <p>Joan Cox had previously distributed the PDF version of the audit that was submitted to the LA.</p> <p>e. Governors Moving to Outstanding</p> <p>Governors noted the feedback contained within the outcomes following the Governing Body's self-evaluation exercise that was carried out as part of the Governing Body's whole day visit. It was agreed that the document needs to be modelled on the School Development Plan (SDP) format possibly bringing the four key areas for development identified into an overarching priority within leadership and management, eg Governors to fully understand their roles and responsibilities to enable them to provide appropriate challenge and support to drive forward school improvement; with the four action areas identified, eg training etc (particularly pupil progress data training) included as an appendix.</p>	

	<p>f. Approval of the 2014/2015 budget and Best Value Statement (BVS)</p> <p>The updated proposed 2014/2015 budget and Governors' Summary Financial Report for 2014/2015 were distributed; Governors were informed that one of the costs had not been previously included which meant that the Headteacher and School Business Manager (SBM) reviewed aspirational one-off costs to identify an area of spend that could be deferred until the next financial year. By removing/restricting some of the aspirational areas of spend, the projected budget is not in deficit. The projected surplus is now £870 and whilst Governors recognised that the budget was tight, it still included all the planned spends but did not include any additional income that is likely to be received. Governors asked if the changes to eligibility for free school meals (FSM) is likely to impact on the budget; the Headteacher advised that the anticipated impact has been incorporated into the budget.</p> <p>Governors considered and agreed the proposed budget which will be signed by the Chair and submitted to the LA.</p> <p>Governors considered and agreed the BVS subject to minor amendments although it was recognised that the requirement to continue with a separate BVS as part of the Financial Management Standard in Schools (FMSiS) was unlikely to still be in place following the move to the new SFVS and agreed that it was preferable to incorporate the BVS into the SDP document if possible rather than have a separate document.</p> <p>g. Approval of Schools Financial Value Standard (SFVS) Audit Report Submission</p> <p>Governors considered and agreed the SFVS that had been recommended for approval by the Finance & Resources Committee.</p> <p>h. Collaboration Agreement review</p> <p>The Headteacher highlighted the successes of the collaboration arrangements including with UWE and other primary schools. Unfortunately, it has not been possible to develop more meaningful collaboration working/partnerships with secondary schools mainly due to the number of secondary schools that Shirehampton Primary School children go to although the Headteacher highlighted collaborative working that currently takes place which is growing in some aspects eg the Thrive work with Henbury School. Governors agreed that in hindsight, it was unrealistic to try to develop a main partnership with only one secondary school and the current ways of working are more appropriate given the context of the school.</p> <p>Governors recognised the negative impact excessive pressures on staff time can have on staff given the heavy workload that they have to undertake to support the school and therefore, supported the school taking appropriate measures to restrict partnership working where it does not directly impact positively on Shirehampton Primary School pupils or staff, particularly consultancy work around Thrive etc. Governors agreed that the document needed to be amended to include a distinct difference between collaborative/partnership working and consultancy provision. Governors also agreed that if external people wish to come into the school to see how Thrive etc works in practice, then there needs to be a clear commitment for those individuals to support staff rather than come in to merely 'observe'. Governors agreed that a more structured, formal document needs to be put in place to clarify what the school is able to offer to support other schools and whether the support will incur a cost to off-set the impact it will have on staff's ability to support Shirehampton Primary School. Governors discussed the document at length and agreed that it should be replaced with 'guidelines for collaborative working'; the Chair and Headteacher will take this forward.</p> <p>i. Approval of 2014/2015 Meeting Dates</p> <p>Governors considered and agreed the proposed meeting dates.</p>	RG / LM
3	<p>Information Sharing</p> <p>a. Chair's Report</p> <p>The report had previously been distributed; there were no further comments or queries raised.</p> <p>b. Headteacher's Report</p> <p>The report had previously been distributed; the Headteacher went through the contents. Governors noted that there was a typo in the expected outcomes. Governors were informed that one member of staff will be returning to work on the last day of Term which is an INSET; minor changes will need to be made to classroom allocations.</p> <p>Governors asked if transition arrangements for Year 6 needs to be included in the calendar; the Headteacher confirmed that it is an oversight. Governors asked if pupils have a choice to attend or not; the Headteacher confirmed that they do. Vulnerable children are likely to have additional days at their secondary school to support transition for those pupils.</p>	

Governors asked how the children did in SATS in terms of coping with the exams; the Headteacher advised that it was extremely positive. The Headteacher also commended on the Year 6 pupils who completed Level 6 SATS papers on top of their Level 5 SATS papers which was a significant additional burden for those children who coped with it brilliantly. The Chair also congratulated the work of the Breakfast Club which ensured pupils were ready to sit the tests. The outcomes of the SATS will be known in July and shared with Governors.

Governors noted that the School Improvement Partner (SIP) indicated that there were no Governors present during certain visits and asked whether it was appropriate for Governors to attend to ensure that a representative is present; the Headteacher advised that this is not relevant as those meetings are usually in relation to learning walks and feedback to SLT. The Headteacher confirmed that where Governors are expected to attend; the Chair is usually in attendance.

c. Chairs of Committee Reports

The draft Committee Minutes had previously been distributed; the Chairs highlighted key areas of discussion at the meetings.

d. Named/Link Governor reports and Governor of the Month Visits

The Parents/Carers Liaison Link Governor's report had previously been distributed; Governors thanked Gil for his informative report which was very positive in terms of parental feedback. Governors discussed whether it was still necessary to increase Governor presence and felt that the current level of attendance at events etc appeared to be appropriate as long as representatives were able to attend key events such as Parents Evening etc.

e. Feedback from training undertaken

Joan Cox fed back from her recent e-safety training session; key features of good and outstanding practice distributed at the session were shared with Governors. Joan confirmed that she has recently reviewed the E-Safety Policy and it appears to be a rigorous and robust policy; however, it was important that Governors include e-safety in the types of questions that are asked of staff and pupils etc. Governors were encouraged to undertake safer recruitment online training (<https://www.education.gov.uk/e-learning/login/index.php>).

Joan Cox and Warren Pickles also attended RAISEonline training.

Governors discussed training and agreed that it would be useful to record training undertaken as part of the annual review of the Governing Body's SDP priority action plan.

f. AOB

The Headteacher advised that a no-notice Ofsted inspection took place today for the under-3s provision. The Headteacher outlined the framework for the inspection that follows the same format as for over-3s provision. The Headteacher provided feedback from the inspection which was very positive; unfortunately, due to an oversight regarding one mandatory requirement to display two qualifications in school, the overall judgement was anticipated not to be as good as the actual provision that is in place although the feedback should evidence the high quality provision that is in place. The report will be published in due course and shared with Governors. Governors were pleased with the outcomes and thanked and congratulated staff.

The Headteacher thanked Joan Cox for supporting the school as a judge for the Talent Show.

g. Date of next meeting

Thursday 17 July 2014 at 4.45pm.

Minutes agreed by the Governing Body and signed by the Chair of Governors:

SIGNED: **DATE:** 17 July 2014